



# ***Newfoundland and Labrador Psychology Board***

P.O. Box 8275, Station A, St. John's, NL A1B 3N4  
website: <http://www.nlpsychboard.ca>

## **Job Opportunity Registrar**

### **Organization**

The Newfoundland and Labrador Psychology Board (NLPB) is the regulatory body for Psychologists in Newfoundland and Labrador. The role of the Board is to regulate the provision of psychological services in the province in the best interest of the public by setting the standards for competent and ethical practice. Regulatory activities of the Board include establishing entry-to-practice requirements, ensuring continued competence, establishing and promoting best practice standards, and managing concerns with respect to professional conduct.

### **Position Summary**

The Registrar is responsible for the administration and regulatory operations of the Newfoundland and Labrador Psychology Board in accordance with the Psychologists Act (NL), Psychology Regulations (NL), and Board bylaws and policies, supporting the Board's mandate to regulate the practice of psychology in the public interest.

### **Key Responsibilities**

- Administer registration, licensure, renewal, and maintenance of the public register
- Assess registration applications and provide recommendations to the Board
- Ensure compliance with the Act, Regulations, bylaws, standards of practice, and Board policies
- Receive and manage complaints and coordinate professional conduct and discipline processes
- Uphold the Act, Regulations, bylaws, standards of practice, Board policies, and the best interests of the profession on committees and in affiliated regulatory organizations, including ACPRO and ASPPB
- Support Board and committee functions, including meeting preparation and records
- Manage day-to-day operations and administrative functions of the Board
- Oversee financial administration, including fee collection and recordkeeping
- Serve as the primary contact for registrants, applicants, government, and the public
- Maintain accurate, secure, and confidential records

### **Qualifications**

- An advanced degree in psychology or registration as a psychologist is preferred

- Experience in regulatory administration, governance, or professional regulation (health regulation preferred)
- Ability to interpret and apply legislation and regulatory frameworks
- Insight into system change, healthcare regulation, and interprofessional collaboration
- Strong organizational, communication, and professional judgment skills
- Ability to work independently and manage confidential information

**Work Schedule**

- 25 hours per week
- Flexible scheduling, subject to operational needs
- Occasional travel is required. Travel and related expenses will be reimbursed in accordance with Board Policy

**Annual Salary**    \$78,494.00 to \$87,360.00

Please submit a curriculum vitae, cover letter, and names of three professional references to [registrar@nlpsychboard.ca](mailto:registrar@nlpsychboard.ca) no later than February 28<sup>th</sup>, 2026